



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
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DAVID E. JANSSEN
Chief Administrative Officer

November 21, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

OFFICE OF COUNTY COUNSEL MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of the Office of County Counsel's attached request to promote Ms. Peggy Hodge to the position of Head, Personnel and Special Services, County Counsel, Item #1046A, at an annual salary of \$88,542.00. This will place Ms. Hodge within the second quartile of salary schedule R-10 and will result in a 15.0 percent salary increase. This salary will place Ms. Hodge with equitable compensation to her peers at the same level, and is well below the control point of \$94,960 for Range 10. Ms. Hodge has been sitting against the vacant item since February 1, 2006 and will not result in additional net County cost.

Ms. Hodge has more than 35 years of experience with the County of Los Angeles, of which ten years has been in the human resources field. She has over one year's experience with the Office of County Counsel. Ms. Hodge was originally hired to serve as the Assistant Personnel Officer; however, when the department's Personnel Officer departed in February 1, 2006, Ms. Hodge assumed the position and its responsibilities since that time. She currently manages and will continue to manage the Human Resources Section of the Administrative Services Bureau. The Human Resources Section is responsible for all aspects of personnel-related activities for the department with the exception of payroll services. Activities include personnel processing (Operations), Recruitment and Selection, Classification and Compensation, Health and Safety/Security, Return-to-Work, Workers' Compensation, Leave Management, Training, Discipline, Employee Relations, Employee Programs, Charitable Giving, Parking, and other miscellaneous functions.

Each Supervisor
November 21, 2006
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In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by December 4, 2006, we will authorize the Office of County Counsel to proceed with the appointment.

Please contact me if you have any questions or need additional information.

DEJ:DL:SK
AHW:lip

Attachment

c: Executive Officer, Board of Supervisors
 Office of County Counsel
 Director of Personnel

Peggy Hodge.bm.doc



COUNTY OF LOS ANGELES
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012-2713

RAYMOND G. FORTNER, JR.
County Counsel

November 16, 2006

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TO: DAVID E. JANSSEN
Chief Administrative Officer

FROM: RAYMOND G. FORTNER, JR.
County Counsel

ATTENTION: ANNA HOM-WONG
CAO Budget Analyst

RE: **Request for Authorization to Promote**

This is to request your authorization to promote Head Departmental Personnel Technician Peggy Hodge to the position of Head, Personnel and Special Services, County Counsel (Item No. 1072A, Range 10), effective upon approval.

- Ms. Hodge has been the Acting Personnel Officer since February 1, 2006, and will continue to manage the Human Resources Section of the Administrative Services Bureau. This promotion fills a critical vacancy which resulted from the transfer of the former Personnel Officer to the Auditor-Controller.

The Human Resources Section oversees all aspects of Personnel-related activities for the department with the exception of Payroll Services. They include Personnel processing (Operations), Recruitment and Selection, Classification and Compensation, Health and Safety/Security, Return-To-Work/Worker's Compensation/Leave Management, Training, Discipline, Employee Relations, Employee Programs, Charitable Giving,

Parking, and other miscellaneous functions.

Ms. Hodge has more than 35 years of experience with Los Angeles County, ten years of which have been in the Human Resources field, and over one year with the Office of the County Counsel. She was originally recruited to serve as the Assistant Personnel Officer, and functioned in that capacity until February 1, 2006, when the Personnel Officer departed. She has been acting as the Personnel Officer since that time. She is currently at the fifth step of the Head Departmental Personnel Technician (Item No. 1850A, Schedule 90H, at \$6,077.36 per month, \$72,928.32 annually), and is receiving a 5 1/2% Out-of-Class Bonus for performing the higher-level duties, for a total salary of \$6,416.09. Ms. Hodge will be placed on Range 10 at a salary of \$7,378.50 monthly (\$88,542.04 annually). This represents a 15% increase in salary, which will provide Ms. Hodge with equitable compensation to her peers at the same level, and is still substantially below the Range 10 Control Point of \$94,960.00 annually. It should be noted that the proposed salary does not include the recent 4% cost-of-living raise that became effective October 1, 2006, as it has not yet been approved by the Board of Supervisors.

RGF:ph

APPROVED:

DATE:

DAVID E. JANSSEN
Chief Administrative Officer